

STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE
QUARTERLY MEETING – October 21, 2009
Southern Illinois University - Edwardsville

Chair Barney Bryson called the meeting to order. Roll call was taken, and a quorum was present.

Present: Maureen Bendoraitis, Jay Brooks, Barney Bryson, Sara Clayton, Susan Courson, Gary Fry, Debra Hilligoss, Donna Johnson, James Jones, Darlene Kendall, Kim Kirchner, Virnita Martin, Chris Milliken, and Linda Wense

Absent: Julie Benedict, Janet Davis, Sheila Kirby, Dave Ryan, and Dave Turner

Guests: None

Report of Designated Employer Representative (DER) of Host Campus –

Ms. Sherry Senkfor, Director of Human Resources, along with her assistant, Mr. Andrew Lindhart, welcomed everyone to the Edwardsville Campus and presented a slide show of the improvements implemented to improve customer service.

Minutes:

Linda Wense made a motion to approve the minutes of the July 2009. Sara Clayton seconded. A roll call vote was taken.

Maureen Bendoraitis	Aye		Gary Fry	Aye		Kim Kirchner	Aye
Jay Brooks	Aye		Debra Hilligoss	Aye		Virnita Martin	Aye
Barney Bryson	Aye		Donna Johnson	Aye		Chris Milliken	Aye
Sara Clayton	Aye		Jimmy Jones	Aye		Linda Wense	Aye
Susan Courson	Aye		Darlene Kendall	Aye			

Motion passed.

Review of Correspondence

None

Public Comments:

There were no requests for public comment.

Report of Chair – Barney Bryson

Barney received emails from employees concerning the furlough issues. He believes that institutions don't recognize the inherent mistrust within the University between employees and the Administrative staff.

SURS Update – Susan Courson

Susan distributed information on the SURS investment update. She explained how employees under the self-managed plan might not be able to retire as planned. Since March the SMP turnaround is 30%. An employee on the self-managed plan would have to work two [additional?] years to get back to where they were. There are three retirement seminars for SMP. SURS hasn't received any funds from the state in the last three months.

There is a 3.2 positive return on investments as of August. Susan has no knowledge of early buyout or early separation at 50%. The SURS website shows a fixed interested rate. Susan explained that the website estimates the money purchase formula at 7.5% for this year and 7.0% for next year.

Report of Executive Director – Tom Morelock

Review Of Recently Adopted Rule Revisions And Procedure Manual Implications (Employment and Separation Procedures Manual Update)

On July 22, 2009, the System Office adopted a comprehensive rule change after a lengthy collaborative process with many constituency groups including EAC. Consequently, several procedure manual changes are required in order to realign those manuals with the new rule changes. A revision to Section 2 of the Employment and Separation Procedures Manual, regarding the Learner/Trainee Programs, was presented and discussed. These changes are intended to coincide with the new rule change regarding Trainees.

Review Of Proposed Rule Revision Regarding Furloughs

The System Office presented a proposed rule revision regarding furloughs. At this time, there is no reference or rules regarding furloughs. Currently, the only method available for short term leaves of this nature have to be considered layoffs, during which employees may lose benefits such as vacation, sick, health benefits, seniority, etc. Under the proposed furlough rule, employees may continue to earn vacation, sick and maintain your seniority. Work is not permitted at all during a furlough in accordance with provisions in the Fair Labor Standards Act. Because SURS doesn't have furlough days in their Statutes, they consider a furlough as a Leave of Absence, allowing for contributions during this leave time. Particulars would have to be worked out with SURS in regards to contributions. Your University would have to report the furlough as a leave of absence but employees may have to pay the contribution rate for this leave time. The current rule proposal includes a requirement that the System Office must approve all furlough requests.

Compromise Of Sergeant Police Test And Operational Impact

Mr. Morelock reported that the police sergeant knowledge exam had been compromised. Testing is frozen and there will be no hiring until the investigation is completed. The System Office will determine if they will have to redo the exam, which is very likely. They will most likely use an outside vendor to redo the entire police exams. The System Office is unable to divulge any information or specifics of how this happened.

Agency Budget Report

- FY2010 budget - 82% has been allocated or committed
- Cost of the police exams - \$5,000 - \$50,000
- Moving expenses - \$25,000

- Liability Insurance Deductible - \$10,000
- Student Employee Funding – U of I Industrial Employee Relations will no longer fund the salary of \$50,000 for students employed by the System Office. The System Office will reduce to one student, which was not in the budget.
- FY2010 – 2% salary increase for staff effective November 1, 2009
- FY2011 budget proposal - 3.5% above FY2010 level

Audit Program Update

Cindy Neitzel provided a schedule of audit activities as follows:

- Northern and Eastern audits are finalized.
- Agency Audit reported no findings.
- UIUC - completing draft audit report.
- Future Schedule: U of I Springfield was completed in September.
- Northeastern onsite audit completed, preparing draft audit report.
- SIU Carbondale is scheduled for January 2010.
- FY11 audit schedule will be out on website in the near future.

Classification Plan Update

Jeff Brownfield provided an update on classification plan activities. Below are the activities in the following classification series:

- Accounting Series – CJASI and new exam.
- Customer Service Representative – completed pre-testing. There is a broad inaccurate use of this classification.
- Administrative Assistant and Administrative Aide – CJASI
- Food Service and Cook Series – Review to see if some of these classifications can be combined.
- Elevator Mechanics – Pre-testing.
- Dental groups – collapsed down to two.
- Nursing – Helping with recruiting efforts and how to add specialty factors to positions at UIC Hospital.

Mr. Morelock and Jeff Brownfield met with police chiefs to review education requirements for higher lever police supervisory positions. Mr. Morelock explained that the E-test questions are gathered from a variety of resources as tests are prepared.

Legal Update

Mary Follmer provided a brief legal update. No discharge cases for the Merit Board at their next meeting.

- 1 hearing UIUC
- 1 hearing at UIC
- 1 pending discharge at Northern was settled, employee went back to work and later was terminated under a last chance agreement. Employee asked for discharge hearing, but was denied due to last chance agreement. Decision was upheld by the Merit Board and is now pending in circuit court.
- 3 hearing requests

Mary informed the Committee that the Freedom of Information Act has been revised as of January 2010. Merit Board By-laws will have to be changed. The length of time to reply to a request has changed from 7 to 5 days, along with some other minor changes.

Linda Wense made a motion to adjourn. James Jones seconded. The meeting adjourned.

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Present: : Maureen Bendoraitis, Jay Brooks, Barney Bryson, Sara Clayton, Susan Courson, Gary Fry, Debra Hilligoss, Donna Johnson, James Jones, Darlene Kendall, Sheila Kirby, Kim Kirchner, Virnita Martin, Chris Milliken, and Linda Wense

Absent: Julie Benedict, Janet Davis, Dave Ryan, and David Turner

Guests: Dr. John C. Navin, Professor of Economics and Finance

EAC 2010 Meeting Dates

January 21 and 22 – University of Illinois at Urbana/Champaign

April 29 and 30 – Southern Illinois University at Carbondale

July 22 and 23 – University of Illinois Springfield

October 21 and 22 - Governor's State University (extended for Council of Councils)

Quarterly Statistics Report (Discussion Item)

There is a gradual shift in E4. The new procedure will capture tenure tract faculty and there should be an increase or decrease in E3 and E4.

Sub-Committee Report – Academic Professional Research (Discussion Item)

No report

Staff Reduction and Precautionary Measures/Avoidance

The EAC committee was encouraged to look for ways that to reduce wastefulness in their respective universities.

Linda Wense made a motion to support furlough rules provided there is an approval process. Sheila Kirby seconded. A roll vote was taken.

Maureen Bendoraitis	Aye	Debra Hilligoss	Aye	Virnita Martin	Aye
Jay Brooks	Aye	Donna Johnson	Aye	Chris Milliken	Aye
Barney Bryson	Aye	Jimmy Jones	Aye	Linda Wense	Aye
Sara Clayton	Aye	Darlene Kendall	Aye		
Susan Courson	Aye	Sheila Kirby	Aye		
Gary Fry	Nay	Kim Kirchner	Aye		

Motion passed

Seniority Lists and Maintenance

Some universities are experiencing difficulty in maintaining the registers with seniority in regards to layoffs. The System Office asked the committee to contact them if their university is having issues.

EAC Elections Communications

A motion was made by Sara Clayton to have the System Office investigate electronic voting. Sheila Kirby seconded. A roll vote was taken.

Jay Brooks	Aye	Debra Hilligoss	Aye	Kim Kirchner	Aye
Barney Bryson	Nay	Donna Johnson	Aye	Chris Milliken	Aye
Sara Clayton	Aye	Jimmy Jones	Aye	Linda Wense	Abstain
Susan Courson	Aye	Darlene Kendall	Aye		
Gary Fry	Nay	Sheila Kirby	Aye		

Motion passed

Report of Executive Committee - Sara Clayton

No report

Report of Legislative Committee

Everyone was urged to join SUAA and to encourage all employees to sign up.

Report of Election Committee – Linda Wense:

UIC - James Jones was reelected

UIUC – Barney Bryson was reelected

SIU Edwardsville – Linda Wense was reelected

Northeastern to be announced

Other Items:

None

Sara Clayton made a motion to adjourn. Gary Fry seconded. The meeting adjourned.

Respectfully submitted,

Darlene Kendall, Secretary

Barney Bryson, Chair